

RFQQ 15-06  
Addendum 2

Washington Office of the Secretary of State Archives and Records Management Division  
MICROGRAPHIC SERVICES - MICROFILM PROCESSING AND DUPLICATING SERVICES Q&A #2

Q5: 1,500 reels per year will need to be processed and brown toning – Is this correct? (What is the breakdown of the 1,500 for 16mm and 35 mm film respectively)

A5: In 2014 roughly 1000 reels of 16mm and 600 reels of 35mm were processed.

Q6: 750 reels per year will need to be duplicated. –Is this correct? (What is the breakdown of the 750 for 16mm and 35 mm film respectively)

A6: In 2014 250 reels of 16mm and 230 reels of 35mm

Q7: How many pages (by breakdown of film size – 16 mm and 35mm) would be sent electronically/FTP to vendor to archive? Projected page counts per year for both media?

A7: In the past year we sent roughly 3,000,000 images. We do not track between 16mm and 35mm at the image level.

Q8: Is there a current contract in place? If yes, who is the vendor?

A8: Yes, eBeam Film LLC of Shelton, Connecticut

Q9: What is the current price structure for 2014 activity?

A9:



3.3 Cost Proposal

Price per Acid Free Box with Label	\$1.50 per box/label
Roll Charges	N/A
Price per Image Digital to Analog 16mm 4000 images per roll	\$45 per roll
Price per Image Digital to Analog 35mm 500 images per roll	\$50 per roll
Price per roll for processed and browntoned 16mm film	\$10 per roll
Price per roll for processed and browntoned 35mm film	\$10 per roll
Price per roll browntoned 16mm film	\$7 per roll
Price per roll browntoned 35mm film	\$7 per roll
Price per Diazo duplicate 16mm film	\$15 per roll
Price per Diazo duplicate 35mm film	\$15 per roll
Price per Silver duplicate 16mm film	\$35 per roll
Price per Silver duplicate 35mm film	\$35 per roll
Price per sheet of duplicate fiche	\$1.50
Shipping & handling fees	Ground – included
Expedited shipping	Cost
** Contract Year 2 – No Price Change Contract Year 3 – 3% increase Contract Year 4 – 3% increase Contract Year 5 – 3% increase	
Terms – Monthly Billing – Net 30	

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Q10: How is the \$55,000 derived for budgets? Is this based on current vendor pricing and volumes? Can we review current pricing from 2014?

A10: Between May 2014 and today we have spent about \$54,000.

Q11: Is there any expected drop off of these volumes for years 1-5?

A11: These are projections and should be treated as such.

Q12: Can the RFQQ staff provide a price breakdown page sheet for all services requested to be submitted as a pricing page? (Page 8 is rather confusing and would like to see a quantity chart with requested pricing per units and volumes to fill out)

A12: I am hoping that a phone call can resolve this questions.

Q13: We are familiar with State of Washington specs for film processing, but could you provide the direct link or RCW in an addendum for vendors to review current specs?

A13: This is being fixed on the WEBS site with a smaller version of the State Standards.

Q14: Would it be OK to send our proposal and sample to your physical address instead of your PO Box? I'd like to track the package via UPS if possible.

A14: Yes